



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 4350.2C
AIR-41111D
14 Jul 89

NAVAIR INSTRUCTION 4350.2C

From: Commander, Naval Air Systems Command

Subj: PROCUREMENT AND UTILIZATION OF ENGINEERING AND TECHNICAL SERVICES

Ref: (a) SECNAVINST 4350.8D, Engineering and Technical Services; Assignment of Responsibility for Management, Control and Reporting of
(b) OPNAVINST 4350.2A, Engineering and Technical Services; Management and Control

Encl: (1) Engineering and Technical Services Request Format
(2) Engineering and Technical Services Request Summary Report Format
(3) Engineering and Technical Services Report Format

1. Purpose. To establish policy, assign responsibilities, and provide procedures governing procurement and use of Naval Air Systems Command (NAVAIR) Engineering and Technical Services (ETS).

2. Cancellation. NAVAIR Instruction 4350.2B of 25 August 1977. Since this is a major revision, changes have not been indicated.

3. Scope. This instruction is applicable to all activities using NAVAIR funds for the procurement and utilization of ETS.

4. Background. References (a) and (b) describe Secretary of the Navy and Chief of Naval Operations policy governing ETS. The use of Contractor ETS (CETS) throughout much of the life of a weapon system has caused considerable concern due to the extended time required to achieve an organic capability. The policy and procedures provided herein are intended to minimize Naval Aviation's reliance on these services, and in particular CETS. To assist in achieving organic capability, NAVAIR established the Navy ETS (NETS) program, which utilizes Navy military and civil service personnel to provide ETS to Department of Defense (DOD) forces ashore and afloat. NETS personnel are assigned by the Naval Aviation Engineering Service Unit (NAESU), Philadelphia, PA and the Pacific Missile Test Center (PACMISTESTCEN), Point Mugu, CA. PACMISTESTCEN provides ETS for all conventional airborne weapons, target and



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range systems, unmanned air vehicles, suspension and release equipment, associated support equipment, and related release and control/stores management systems. NAESU provides ETS for all other aircraft systems and equipment.

5. Policy

a. General. ETS are to be used only as an interim means of providing information, instruction, and training. ETS will not be used to perform maintenance or inspections of any type, install engineering changes, evaluate performance of new equipment, or arrange for shipment of defective units. Accordingly, ETS will be used to support deployments on a limited basis only. ETS will be provided through the use of DOD military, civil service, and/or contractor personnel and will be acquired per paragraph 9 of this instruction. Procurement of ETS from contractors will be limited to the absolute minimum, and only after it has been determined that the service cannot be provided by DOD personnel. Competition must be considered in the procurement of CETS. CETS will be terminated as early as possible.

b. Limitations on the Use of CETS

(1) CETS personnel will not

(a) be appointed, employed, or placed under the supervision or direction of Navy personnel;

(b) be placed in a policy-making position;

(c) be placed in a position of command, supervision, administration, or control over military or civilian personnel or personnel of another contractor;

(d) be used to avoid manpower ceilings or other personnel rules and regulations of the Office of Personnel Management, DOD, or the Department of the Navy; or

(e) become a part of the government organization or use government facilities for normal day-to-day CETS activities with the exception of shipboard deployments and field sites.

(2) Normally the use of CETS will not exceed 12 months after Navy Support Date (NSD). Exceptions to this limitation may be approved on an individual basis by NAESU and PACMISTESTCEN as delegated by the Commander, Naval Air Systems Command (COMNAVAIR) in the event logistic deficiencies jeopardize achieving mission goals. The request for exception will be considered on the individual merits of each ETS Request (ETSREQ). Supporting data will include the identification of the logistic deficiency(s) and specific reasons for approving the task. Exceptions may not exceed 12 months.

6. Definitions

a. ETS. Information, instruction, and training provided to DOD personnel both ashore and afloat in the installation, operation, maintenance, and logistic support of aircraft weapon systems, airborne weapons and equipment, target and range systems, and support equipment. ETS are interim instructional services tailored to a specific requirement and provided to the operating forces by qualified government and contractor personnel. ETS do not include Contractor Maintenance Services (CMS).

(1) NETS. ETS provided by Navy military and civil service personnel.

(a) Navy Military Technical Specialists (NMTS). Military personnel.

(b) Navy Civilian Technical Specialists (NCTS). Civil service personnel.

(2) CETS. ETS provided by commercial or industrial contractor personnel.

(a) Contractor Field Services (CFS). CETS provided to user activities on site at designated military locations. CFS are provided by prime contractors (CFSP) or through competitive procurement (CFSC).

(b) Contractor Plant Services (CPS). CETS provided to user activities at the contractor's plant or at another designated facility.

(3) Logistic Support Representative (LSR). ETS provided to train DOD personnel in the identification, cataloging, procurement, and interchangeability of aircraft weapon systems, airborne weapons and equipment, targets and range systems, and support equipment parts.

b. ETSREQ. The specified format used to request ETS through NAESU or PACMISTESTCEN. Format for an ETSREQ is shown as enclosure (1).

c. NSD. The date when all elements of support necessary to implement the approved maintenance plan for the system/equipment are in place and furnished by the Navy.

7. Responsibilities

a. NAVAIR Headquarters

(1) Assistant Commander for Fleet Support and Field Activity Management (AIR-04) has delegated ETS responsibility to

the Logistics and Maintenance Policy Division (AIR-411), the Production Support Management Office (AIR-41P), the Airborne Weapons Logistics Division (AIR-418), and the Deputy Assistant Commander for Navy Ranges and Field Activity Management (AIR-42). ETS for foreign programs will be considered the same as ETS for United States items with respect to command and field activity actions required to supply and support them.

(2) NAVAIRHQ (AIR-411) is responsible for

(a) developing/promulgating Naval Aviation ETS policy and procedures;

(b) providing technical guidance and direction to field activities administering ETS;

(c) monitoring annual ETSREQ summary reports and POA&M's for utilization and termination of ETS tasks;

(d) briefing NAVAIRHQ (AIR-04) semi-annually on the status of the ETS program, all areas of difficulty, and progress on eliminating logistics deficiencies/associated ETS tasks; and

(e) compiling the annual ETS report for the Office of the Comptroller of the Navy.

(3) NAVAIRHQ AIR-41P, AIR-418 and AIR-42 will provide planning programming and budgeting guidance for ETS to NAESU/PACMISTESTCEN.

(4) Program Managers, AIR (PMA's) are responsible for

(a) ensuring that their respective ETS programs are administered following the provisions of this instruction; and

(b) planning CETS with the Assistant Program Manager, Logistics (APML)/Logistics Manager (LM) and funding CETS during the first year after acceptance of the first production or major modification unit.

(5) APML's and LM's are responsible for

(a) ensuring that their respective ETS programs are administered following the provisions of this instruction;

(b) coordinating ETS requirements with PMA's/acquisition managers, NAESU and PACMISTESTCEN;

(c) approving NAESU and PACMISTESTCEN procurement of CETS during the first year after acceptance of the first production or major modification unit;

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(d) providing a Plan of Action and Milestones (POA&M) for eliminating logistic deficiencies and associated ETS tasks cited in the annual ETSREQ summary report. The POA&M will be submitted to NAVAIRHQ (AIR-411) via the cognizant division director by 30 September of each year. Semi-annual updates to the POA&M noting all progress and changes in ETS program status are required by 31 March of each year; and

(e) planning ETS phaseout with NAESU and PACMISTESTCEN, describing the systematic termination of ETS requirements as logistic resources are obtained and logistic deficiencies corrected.

b. NAESU and PACMISTESTCEN are responsible for

(1) ensuring that their respective ETS programs are administered following the provisions of this instruction and references (a) and (b);

(2) planning, programming and budgeting aircraft systems and equipment ETS following NAVAIRHQ (AIR-41P) guidance for CETS and NAVAIRHQ (AIR-42) guidance for NETS. Planning, programming and budgeting weapon ETS following NAVAIRHQ (AIR-418) guidance;

(3) providing membership to the Integrated Logistic Support Management Team (ILSMT) as Logistic Element Managers (LEM's) for ETS;

(4) coordinating all ETS requirements with development and user activities;

(5) preparing and submitting annual reports per paragraph 11 of this instruction;

(6) retaining files on ETS tasks for a minimum of two years;

(7) evaluating and approving or disapproving exception CETS tasks on a case by case basis;

(8) notifying the APML or LM in a timely manner when difficulties hinder CETS procurements;

(9) procuring CETS; and

(10) ensuring accountability for NAVAIR assigned CETS and NETS funds.

8. ETS Planning. ETS planning will be accomplished concurrently with planning for logistic support and revised as necessary. ETS planning will be a joint effort between the APML, LM, PMA, the Type Commander (TYCOM), and NAESU or

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PACMISTESTCEN. When ETS are required, they will be planned and implemented in a timely and cost effective manner. ETS planning will be documented in the Logistic Requirements and Funding Plan (LRFP), the Integrated Logistic Support Plan (ILSP), and the Phased Support Plan (PSP).

9. Procedures. ETS required by APML's, LM's, Naval Aviation Depots, or other NAVAIR field activities will be requested directly from NAESU or PACMISTESTCEN per enclosure (1) ETSREQ. Fleet ETS are processed as indicated below:

- a. Requesting activity originates the ETSREQ, enclosure (1), and identifies the logistic deficiency(s).
- b. Cognizant Functional Wing Commander (as applicable) validates and approves the ETSREQ.
- c. TYCOM validates and approves the ETSREQ.
- d. Funding is provided per paragraph 10 of this instruction.
- e. NAESU or PACMISTESTCEN approves and executes the ETSREQ.

10. Funding. Budgeting for ETS requirements is included in the LRFP under related programs. The LRFP is used to support Six Year Defense Plan (SYDP) adjustments and the Program Objectives Memorandum (POM) process. NETS are funded by NAVAIR with Operations and Maintenance, Navy (O&MN) appropriation. CETS are procured as separate line items via NAESU and PACMISTESTCEN contracts. Funding for LSR's is provided in the same manner as CETS.

a. CETS required prior to and during the 12 month period after acceptance of the first production or major modification unit are funded by PMA's per the following:

(1) Research, Development, Test and Evaluation, Navy (RDT&E,N) Appropriation. CETS required in direct support of research and development program efforts for aircraft weapon systems, airborne weapons and equipment, targets and ranges, and support equipment from inception through completion of initial operational test and evaluation, will be budgeted under the RDT&E,N appropriation and funded under the appropriate RDT&E,N project.

(2) Weapons/Aircraft/Other Procurement, Navy (W/A/OPN) Appropriations. CETS required to directly support the introduction of aircraft weapon systems, airborne weapons and equipment, targets and ranges, and support equipment including modification kits, will be budgeted in the same procurement appropriation as the item acquired and supported on the basis that CETS will not exceed the 12 month period after acceptance

of the first production or major modification unit of the model being produced.

b. CETS required after the 12 month period after acceptance of the first production or major modification unit are funded by NAVAIR and other activities as indicated below:

(1) O&MN Appropriation. CETS required to support follow-on test and evaluation efforts directed to the demonstration of operational suitability of aircraft weapon systems, airborne weapons and equipment, targets and ranges, and support equipment will be budgeted and funded under O&MN appropriations. Additionally, CETS not meeting criteria for funding under RDT&E,N or procurement appropriations will be budgeted within O&MN appropriations, (i.e., CETS authorized after the initial 12 month limitation following acceptance of the first production or major modification unit).

(2) Industrial Fund Activities. CETS requirements for activities that operate under industrial fund procedures will be included in total CETS requirements budgeted in W/A/OPN appropriations. However, CETS requirements beyond the 12 month period authorized to be financed by W/A/OPN appropriations will be financed by the industrial fund.

11. ETS Task Reporting

a. NAESU and PACMISTESTCEN will prepare an annual ETSREQ summary report per enclosure (3) to include all tasks for each program under its cognizance. Data will include the activity/location, billet assignment of tasks, designation of type service, task number and certified or exception tasks, number of work-months, the month and year of task origination, and the logistic deficiency(s) preventing organic support. Sixty days prior to the end of the fiscal year the reports will be submitted via NAVAIRHQ (AIR-411) to the APML/LM for review and appropriate action. AIR-411 will track and monitor the reports to determine trends in ETS usage. Report Symbol NAVAIR 4350-7 applies.

b. NAESU and PACMISTESTCEN will prepare an annual report for all ETS tasks per enclosure (2) providing all expenditures for the previous year and predicted expenditures for the current year. Data will include program, work years, and dollar amounts (to the nearest thousand). Reports will be submitted to NAVAIRHQ (AIR-411) not later than 60 days after the end of the fiscal year for subsequent consolidation and forwarding to the Comptroller of the Navy. Report Symbol DD-P&L(A)1614(4350) applies.

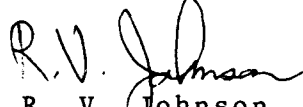
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12. Action. Action addressees will ensure that all ETS meet the policy and procedures contained herein.

13. Reports

a. Report symbol NAVAIR 4350-7 has been assigned to the reporting requirement in paragraph 11.a and is approved for 3 years from the date of this instruction.

b. Report symbol DD-P&L(A)1614(4350) assigned by reference (a) applies to the reporting requirement in paragraph 11.b and is approved for 3 years from the date of this instruction.


R. V. Johnson
Deputy Commander

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Engineering and Technical Services Request Format

Use regular mail for normal requirements - messages for urgent requirements-message abbreviation "ETSREQ". For further information see NAESUINST 5400.1 and Administrative Procedures for Pacific Missile Test Center Navy Civilian Technical Specialists.

The following data is required for all Engineering and Technical Services Requests:

ALPHA	Billet assignment of tasks.
BRAVO	Program.
CHARLIE	Recommended source, suggested company (if known) or NAESU/PACMISTESTCEN for NETS.
DELTA	Expiration date of task.
ECHO	Task number (for CFS indicate "C" for certified task or "E" for exception task).
FOXTROT	Navy Support Date.
GOLF	Designation of type service.
HOTEL	Commencement date and work-month requirement.
INDIA	Activity/Location.
JULIETT	Location of cognizant NAESU or PACMISTESTCEN office.
KILO	Equipment and level of maintenance.
LIMA	Narrative justification including detailed explanation of logistic deficiency(s) and sole source justification as required.
MIKE	Estimated percentage of TDY time.
NOVEMBER	Additional information not covered above (Security clearances, etc.).
OSCAR	Berthing certification (Carrier use only).

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Encl (1)

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Engineering and Technical Services Request
Summary Report Format
(Report Symbol NAVAIR 4350-7)

For further information see NAESUINST 5400.1 and Administrative Procedures for Pacific Missile Test Center Navy Civilian Technical Specialists.

Program	Fiscal Year

Activity/ Location	Billet Assignment of Tasks	Designation of Type Service	Task # and C or E	# of mos.	Mo/Yr Task Orig	Logistic Deficiency(s)

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- 11/12B

Encl (2)

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12/15/11

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Identify CPS with asterisk (e.g., F-18*, \$60*, 0.5*). Identify separate CFS and CPS totals.